

# Highlands Planning Department

Serving: Putnam County, Monterey, & Sparta

## Kevin Rush, Planning Director

67 South Elm Ave.

Cookeville, TN 38501

Tel: (931) 372-0070 Fax: (931) 372-0071

Kevin.rush@putnamcountyttn.gov

## AGENDA

### PUTNAM COUNTY REGIONAL PLANNING COMMISSION

JULY 11, 2022

The Putnam County Regional Planning Commission meeting will be July 11, 2022, at the Cookeville Community Center at 6:00 PM.

#### ITEM 1: CALL TO ORDER AND ROLL CALL.

#### ITEM 2: APPROVE THE JULY 11, 2023, AGENDA.

#### ITEM 3: MINUTES OF THE MAY 2, 2023 MEETING. THERE WAS NO MEETING IN JUNE 2023

#### ITEM 4: SUBDIVISION REGULATIONS AMENDMENTS. (PUBLIC HEARINGS WERE HELD IN MAY)

- A. Resolution #2023-004 Change how setbacks are measured.
- B. Resolution #2023-005 Change submittal deadline to 15<sup>th</sup> day of the month.
- C. Resolution #2023-006 add 911 and county road certificate to administratively approved plats.

#### ITEM 5: REVIEW OF APPROVED PRELIMINARY PLATS

- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **Brownstone Estate Preliminary Plat**, Clinton Surveying. Conditional preliminary approval 10/4/2022.
- **Watermark Subdivision Preliminary Plat**, Maples Surveying. Conditional preliminary approval 3/7/2023.

#### ITEM 6: ACCEPTANCE OF NEW STREETS:

- None

#### ITEM 7: OUTSTANDING LETTERS OF CREDIT:

- Autumn Woods (two \$70,000 LOC for the road and one \$15,000 for electric)
- Forsythia Farms (\$225,000.00 for the roads)

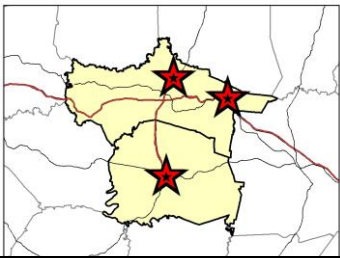
\_\_\_ Jere Mason (C)  
\_\_\_ David Mattson

\_\_\_ Dale Moss (Sec)  
\_\_\_ Ted McWilliams

\_\_\_ Adam Johnson  
\_\_\_ Phil Wilbourn

\_\_\_ Jeff Jones  
\_\_\_ Terry Randolph (V-C)

\_\_\_ Jim Martin  
\_\_\_ Patrick Rinks



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### ITEM 8: ADMINISTRATIVELY APPROVED PLATS:

#### A. RE-DIVISION OF LOT 1 OF SCOTT DAVENPORT DIVISION, MAPLES SURVEYING

This plat was to create one 4.68-acre lot on Burgess Mill Rd from parcel 095-11.04 with more than 5 acres remaining.

#### B. LOTS 46A AND 46 REVISED, THE BLUFFS AT CUMBERLAND COVE SUBDIVISION, MEDDERS SURVEYING

Revised boundary between lot 46 (105L-A-046.00) and 46A (105L A 046.01). Now lots are 0.66 acre and 0.67 acre respectively.

#### C. BARRY DWAYNE & MYRA ELIZABETH BUNN DIVISION, WHITTENBURG SURVEYING

Created one 0.91 acre lot on Nashville Highway from 035-050.00 with more than 5 acres remaining.

#### D. SILVER POINTE CHURCH OF CHRIST AND DAVID CLEMONS LOT LINE ADJUSTMENT, WHITTENBURG SURVEYING

Changed boundary line between the church (091M-A-001.00) and David Clemons (091M-A-002.00) to mitigate a driveway encroachment on Smithville Hwy.

#### E. SMUIN & MILLER LOT LINE ADJUSTMENT, WHITTENBURG SURVEYING

Changed boundary line between the Smuin (039-060.00) and Miller (039-060.02) to mitigate a driveway encroachment on Benton Young Rd.

#### F. DOUGLAS AND WENDY DOORNINK DIVISION, WHITTENBURG SURVEYING

Created one 2.08-acre lot at the corner of Shipley Rd and Dalton Lane from 017-053.00 with more than 5 acres remaining.

#### G. KYLE AND SHERRY ANDERSON PROPERTY, VICK SURVEYING

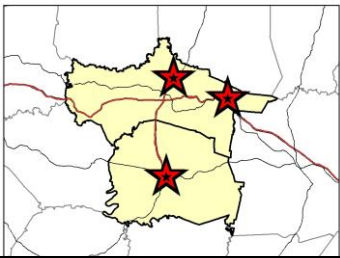
Created one 1.63-acre lot on Bennett Rd from parcel 085-015.01 with more than 5-acres remaining.

#### H. CHANSE HERRON DIVISION, VICK SURVEYING

Created one 1.90-acre lot on Baxter Rd from parcel 063-138.01 with more than 5-acres remaining.

#### I. SHAWN RAE JORDAN SUBDIVISION, VICK SURVEYING

Line amendment between adjoining lots at the corner of Bunker Hill Rd (110-026.05) and Tanasi Trail (110-026.01).



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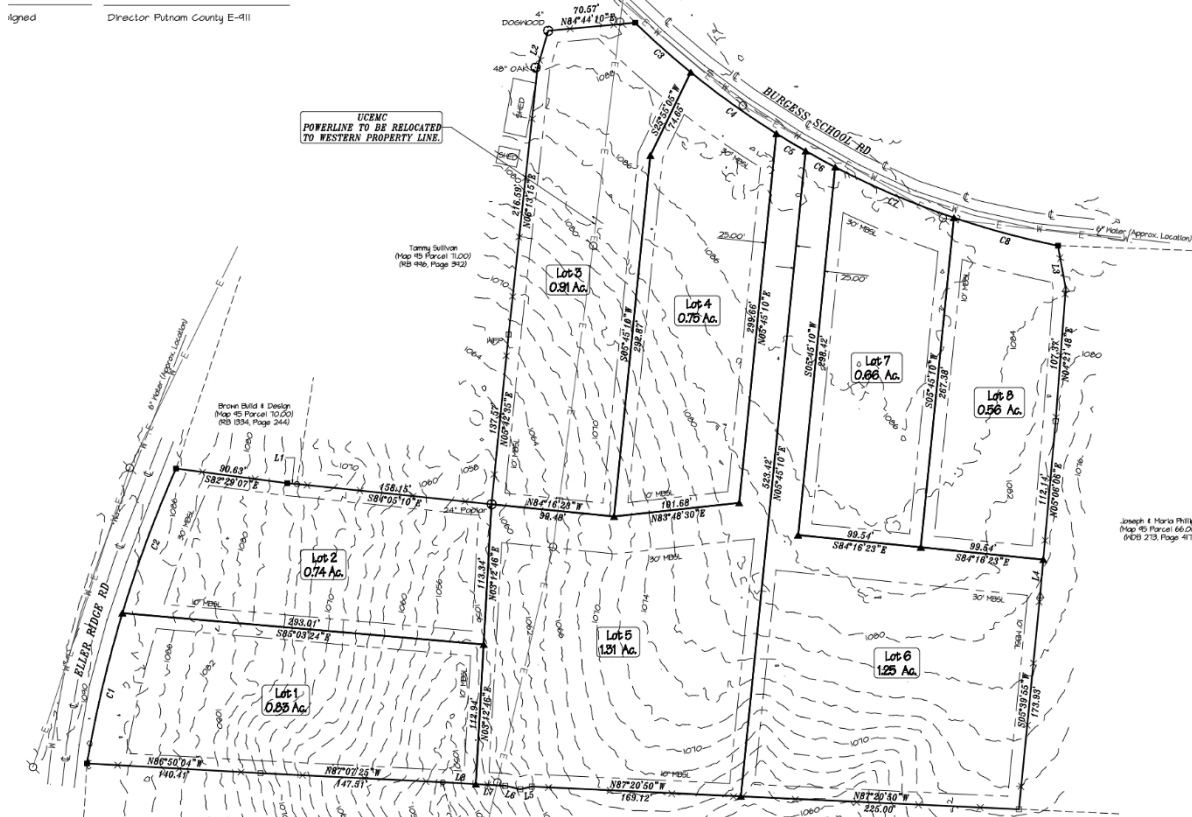
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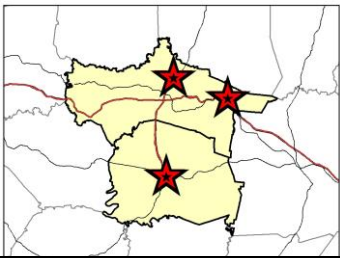
Kevin.rush@putnamcountyttn.gov

## ITEM 9: SUBDIVISION PLATS:

### A. ELLER RIDGE DIVISION PRELIMINARY PLAT, CLINTON SURVEYING

The plat is to create eight lots from parcel 095-069.00. Six lots will front on Burgess School Road with 2 of those being flag lots. Two lots will front on Eller Ridge Road. To get fire protection due to the shape of the original parcel, two fire hydrants will be required. [TN Property Map](#)





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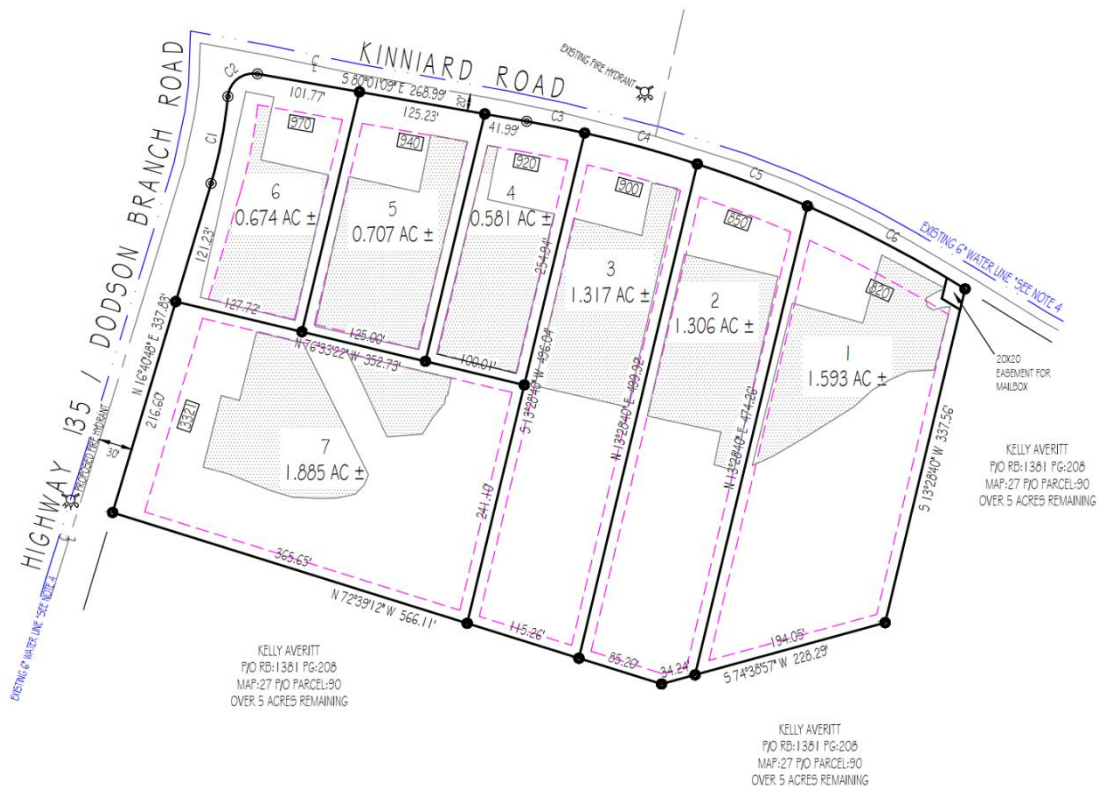
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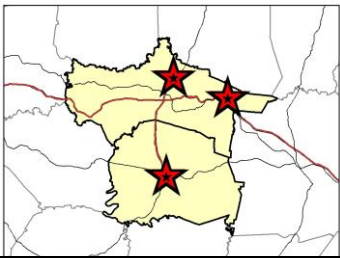
Kevin.rush@putnamcountyttn.gov

## B. KELLY AVERITT DIVISION FINAL PLAT, MAPLES SURVEYING

This preliminary plat consists of 8 lots on 8.064 acres on Dodson Branch Rd (Hwy 135) and Kinniard Rd. from parcel 027-090.00. There is an existing hydrant shown on the plat on Kinniard Rd and a proposed hydrant on Dodson Branch Rd. Lots will range from 0.561 acres to 1.235 acres. The tract has approximately 90 acres remaining. They lost one lot from the preliminary due to soil conditions.

<https://tnmap.tn.gov/assessment/?GISLink=071027++++09000>





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### **ITEM 10: Other Business:**

- **By-Laws Amendment:** Pursuant to amendment to TN Sunshine laws, we are required to allow public comment. This amendment will address that and set rules for public comment.

### **ITEM 11: STAFF REPORTS**

- Report from Chairman:
- Report from Planning Commission Engineer
- Report from Planning Director:
- Report from other Members

### **ITEM 12: PUBLIC COMMENT ON AGENDA ITEMS**

### **ITEM 13: ADJOURNMENT**

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
MAY 2, 2023**

The Putnam County Regional Planning Commission met on May 2, 2023, at the Cookeville Community Center at 6:00 PM. Members present were Chairman Jere Mason, Vice-Chair Terry Randolph, Secretary Dale Moss, Adam Johnson, Jeff Jones, Jim Martin, David Mattson, Ted McWilliams, and Phil Wilbourn. Also present were Planning Director Rush, Planning Commission Engineer Patrick Rinks, Eric Cherry, Lance Roach, Allen Maples and Colby Grissom of Maples Surveying, Taylor Dillehay of Whittenburg Surveying, Aaron Bernhardt and wife, and Jim Herren from the Herald-Citizen.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE MAY 2, 2023 AGENDA.**

Planning Director Rush stated that item 10 (Charles Whittenburg presentation) had been deferred since Charles is out of town. Adam Johnson moved to approve the agenda for the May 2, 2023 meeting with Item 10 being deferred. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE APRIL 4, 2023 MEETING.**

Ted McWilliams moved to approve the April 4, 2023 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: PUBLIC HEARINGS & SUBDIVISION REGULATIONS AMENDMENTS.**

Public Hearings were held on the following proposed subdivision regulations amendment resolutions. Terry Randolph moved to defer action on the proposals so the public comments could be incorporated. Motion was seconded and approved unanimously.

- A. **Resolution #2023-004** Change how setbacks are measured.
  - o **No public comments.**
- B. **Resolution #2023-005** Change submittal deadline to 15<sup>th</sup> day of the month.
  - o **The surveyors present did not have any issues with this proposed change. They only asked for some grace during the rest of the calendar year as they adjust.**
- C. **Resolution #2023-006** add 911 and county road certificate to administratively approved plats.
  - o **No public comments.**

**AMENDMENT 2023-004**

**AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING HOW  
SETBACKS ARE MEASURED**

**WHEREAS**, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

**WHEREAS**, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

**WHEREAS**, a revision of the subdivision regulations can be made to clarify the regulations; and

**WHEREAS**, a public hearing was held on 05/02/2023, with public notice of public hearing published on 03/31/2023 in the Herald Citizen Newspaper; and

**WHEREAS**, the Putnam County Regional Planning Commission voted on 05/02/23 to amend the Putnam County Subdivision Regulations, and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article III, the language in Section D(4) is hereby deleted and replaced with the following:**

4. Building Setback Lines and Side Yards [amended 5/2/23]
    - a. The minimum depth of building setback lines from the abutting street right-of-way boundary shall be as follows:
      - Arterial Streets: The greater of 90 ft as measured from the road centerline or 50 ft from the edge of the right-of-way.
      - Collector Streets: The greater of 75 ft as measured from the road centerline or 45 ft from the edge of the right-of-way.
      - Local Streets: The greater of 55 ft as measured from the road centerline or 30 ft from the edge of the right-of-way.
- Minimum setback lines from all other (non-street) lot lines shall be 10 ft.

**SECTION II:** This amendment shall become effective following adoption by the planning commission:

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Chairman, Putnam County Regional Planning Commission

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Date

ATTEST:

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Secretary, Putnam County Regional Planning Commission

---

Date

#### **AMENDMENT 2023-005**

#### **AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING SUBMITTAL OF PLATS**

**WHEREAS**, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

**WHEREAS**, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

**WHEREAS**, a revision of the subdivision regulations can be made to clarify the regulations; and

**WHEREAS**, a public hearing was held on 05/02/2023, with public notice of public hearing published on 03/31/2023 in the Herald Citizen Newspaper; and

**WHEREAS**, the Putnam County Regional Planning Commission voted on 05/02/23 to amend the Putnam County Subdivision Regulations, and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article II, the following is added:**

4. The submittal deadline for plats and other items to be considered by the planning commission shall be 4:00 PM on the 15th day of the previous month, next business day if the 15th is a weekend or holiday. [amended 5/2/23]

**SECTION II:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article II, the first paragraph in Article II, B.1 shall be replaced with the following language:**

1. Prior to the submittal deadline for the planning commission meeting at which it is to be considered, the subdivider shall submit to the Staff Planner of the Planning Commission one (1) digital copy (as a pdf). This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph. The developer shall bring five (5) full size copies of the plat to the planning commission meeting. [amended 5/2/23]



**SECTION III:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article II, the first paragraph in Article II, C.5 shall be replaced with the following language:**

5. Prior to the submittal deadline for the planning commission meeting at which it is to be considered, the subdivider shall submit to the Staff Planner of the Planning Commission one (1) digital copy (as a pdf). This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph. The developer shall bring five (5) full size copies of the plat to the planning commission meeting. At this time all street profiles or other plans that may have been required shall be submitted to the Planning Commission.  
[amended 5/2/23]

**SECTION II:** This amendment shall become effective on July 1, 2023 following adoption by the planning commission:

\_\_\_\_\_  
**Chairman, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_  
**Secretary, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**

#### **AMENDMENT 2023-006**

#### **AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING PLAT CERTIFICATES REQUIRED ON PLATS**

**WHEREAS**, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

**WHEREAS**, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

**WHEREAS**, a revision of the subdivision regulations can be made to clarify the regulations; and

**WHEREAS**, a public hearing was held on 05/02/2023, with public notice of public hearing published on 03/31/2023 in the Herald Citizen Newspaper; and

**WHEREAS**, the Putnam County Regional Planning Commission voted on 05/02/23 to amend the Putnam County Subdivision Regulations, and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**In Article II.C.15, the following is added:**

- d. Certificate for Lots Fronting County Road
- e. Certification of Property address.

**SECTION II:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**In Appendix B, the language in Certificate 5 shall be replaced with the following language:**

**5. CERTIFICATE FOR LOTS FRONTING COUNTY ROAD**

I hereby certify that the subdivision as shown hereon is served by a county road and surface widths and rights-of-way are appropriate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Putnam County Road Supervisor

**SECTION III:** This amendment shall become effective following adoption by the planning commission:

\_\_\_\_\_  
**Chairman, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**



ATTEST:

\_\_\_\_\_  
Secretary, Putnam County Regional Planning Commission

\_\_\_\_\_  
Date

**ITEM 5: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **Brownstone Estate Preliminary Plat**, Clinton Surveying. Conditional preliminary approval 10/4/2022.
- **Watermark Subdivision Preliminary Plat**, Maples Surveying. Conditional preliminary approval 3/7/2023.
- **Pembrook Pines Phase II Preliminary Plat**, Whittenburg Surveying. Conditional preliminary Approval 4/4/2023

**ITEM 6: ACCEPTANCE OF NEW STREETS:**

- None

**ITEM 7: OUTSTANDING LETTERS OF CREDIT:**

- Autumn Woods (two \$70,000 LOC for the road and one \$15,000 for electric)

**ITEM 8: ADMINISTRATIVELY APPROVED PLATS:**

**A. RONALD CLOUSE DIVISION, MAPLES SURVEYING**

This plat was to adjust the line between two parcels (106-020.01 and 106-020.00) on Board Valley Rd. Specifically, parcel 106-020.01 which had no frontage was made into a flag lot.

**B. LOTS 4 & 5 OF JAMES D LITTLE PROPERTY, VICK SURVEYING**

Line amendment between lots 4 and 5 of the James D Little property on Mountain Top Lane. Lot 4 decreased to 5.01 acres and lot 5 increased to 2.63 acres.

**C. GROGAN AND HILL LOT LINE ADJUSTMENT, WHITTENBURG SURVEYING**

Line amendment parcel 097-012.01 and 097-012.00. A barn and garage were added to parcel 012.01, which increased to 1.41 acres.

**D. TONYA HODGES PROPERTY, WIGGINS SURVEYING**

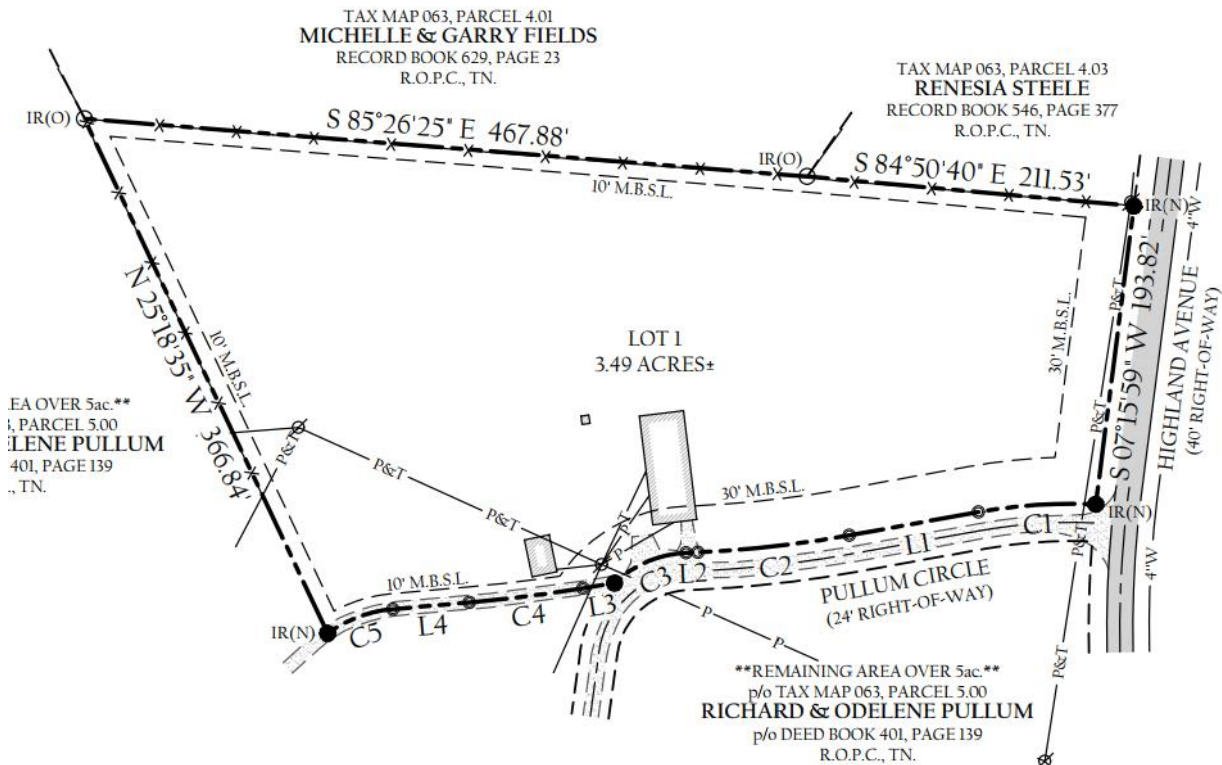
This plat was to divide parcel 095-039.00 on Long Lane into 2 lots. There was an existing residence on each lot. The lots were 2.14 acres and 4.25 acres.

**ITEM 9: SUBDIVISION PLATS:**

## A. RICHARD & ODELENE PULLUM DIVISION FINAL PLAT, WHITTENBURG SURVEYING

The plat is to create one lot at the corner of Highland Ave and Pullum Cir. Pullum Cir is a 12-foot wide tar and gravel road with 24 feet of right-of-way. Highland Ave has 18 ft of asphalt and 40 feet of right-of-way. The home depicted on the plat encroaches in to the setback from Pullum Cir. <https://tnmap.tn.gov/assessment/?GISLink=071063++++00500>. The setback note on the encroachment was missing from the plat.

Dave Mattson moved to approve the plat with a variance on the setback violation, subject to the setback note being added to the plat. Motion was seconded and approved unanimously.

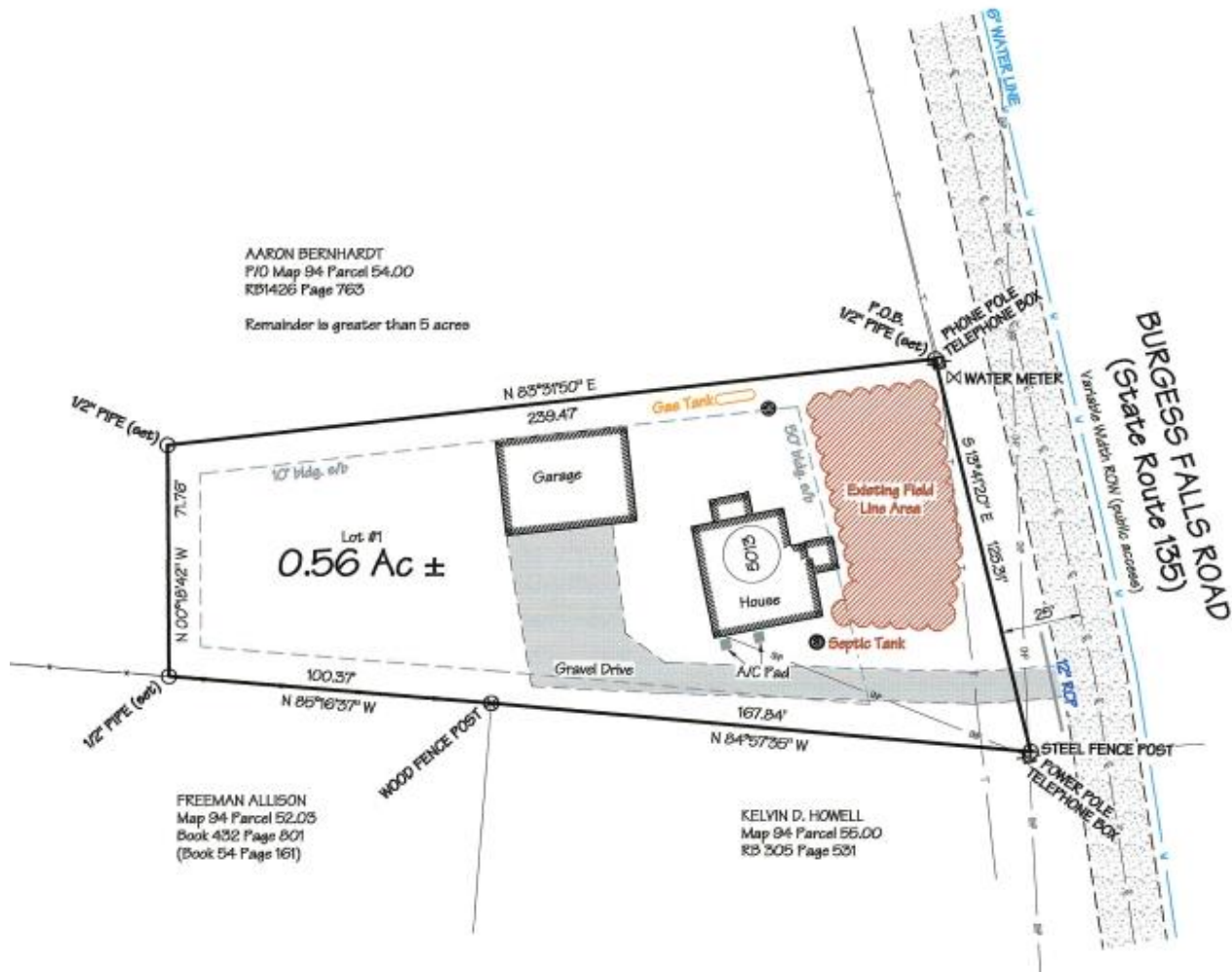


## B. BEARNHARDT POPRERTY ON BURGESS FALLS RD FINAL PLAT, WHITTENBURG SURVEYING

The plat is to create one 0.56 acre lot at 2013 Burgess Falls Road from parcel 094-054.00. The house slightly encroaches in the front setback by approximately 2 foot. <https://tnmap.tn.gov/assessment/?GISLink=071094++++05400>.

Staff noted during a site visit that the encroachment was the front of the steps, the setback note needs to be added, and that TDOT will have approve the driveway.

Terry Randolph moved to approve the plat with a variance on the encroachment, subject to the setback note being added, and TDOT approval of the driveway. Motion was seconded and approved unanimously

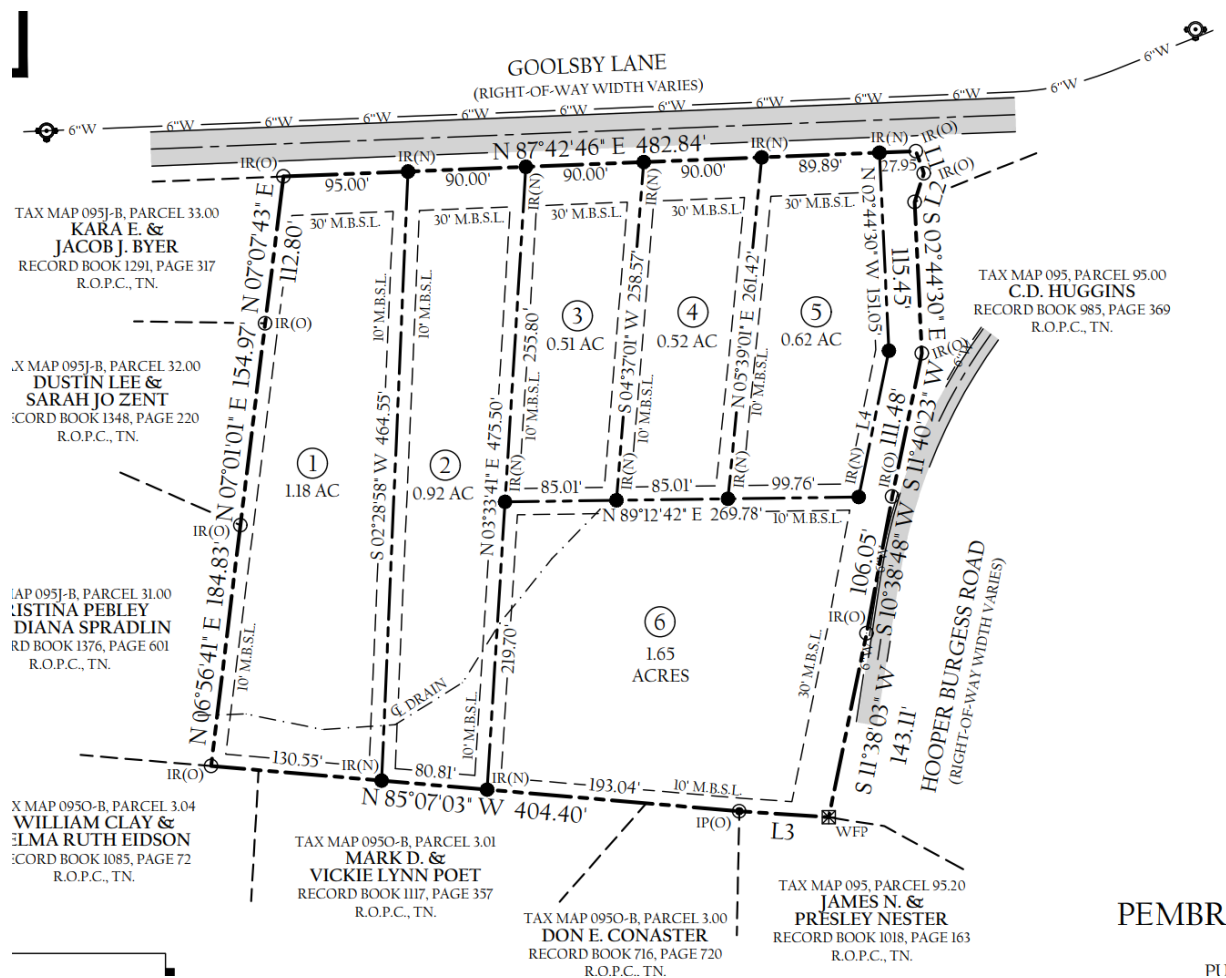


### C. PEMBROOKE PINES PHASE II FINAL PLAT, WHITTENBURG SURVEYING

This is a redesigned layout from last month's plat. It now has six lots instead of seven with one flag lot on Goolsby running along the Huggins Property. The lots on Hooper Burgess were essentially combined and made into a flag lot. Lots 1 and 2 were extended to the southern property line which was the rear portion of the lots on Hooper Burgess Road on the previous plat. After measuring from the hydrant, lot 6 is within 500 ft, so the hydrant that was originally going to cover the two lots (originally lots 6 & 7) on Hooper Burgess Rd has been eliminated. <https://tnmap.tn.gov/assessment/?GISLink=071095++++09305>

Taylor Dillehay stated that lot 6 was 480 feet from the existing hydrant on Goolsby Lane. He stated that soil work has been completed and submitted to TDEC but is awaiting approval.

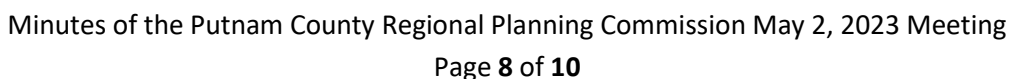
Terry Randolph moved to approve the plat subject to signatures and soil approval by TDEC. Motion was seconded and approved unanimously.





This revised subdivision plat will create 48 lots on 40.56 acres on Moss Road. They are going to be submitting a LOC in the amount of \$225,000.00 to cover the final 2 inches of road base on the roads and the 2 inches of asphalt surfacing and shoulder stone. The USPS required Cluster Box unit will be on an easement on the remainder of the property they are reserving (approximately 6 acres at the entrance) and are considering dedicating to the county for a park area. <https://tnmap.tn.gov/assessment/?GISLink=071085+++04001>

Ted McWilliams moved to approve the final plat as presented subject to TDEC approval of lot 48. Motion was seconded and approved unanimously.



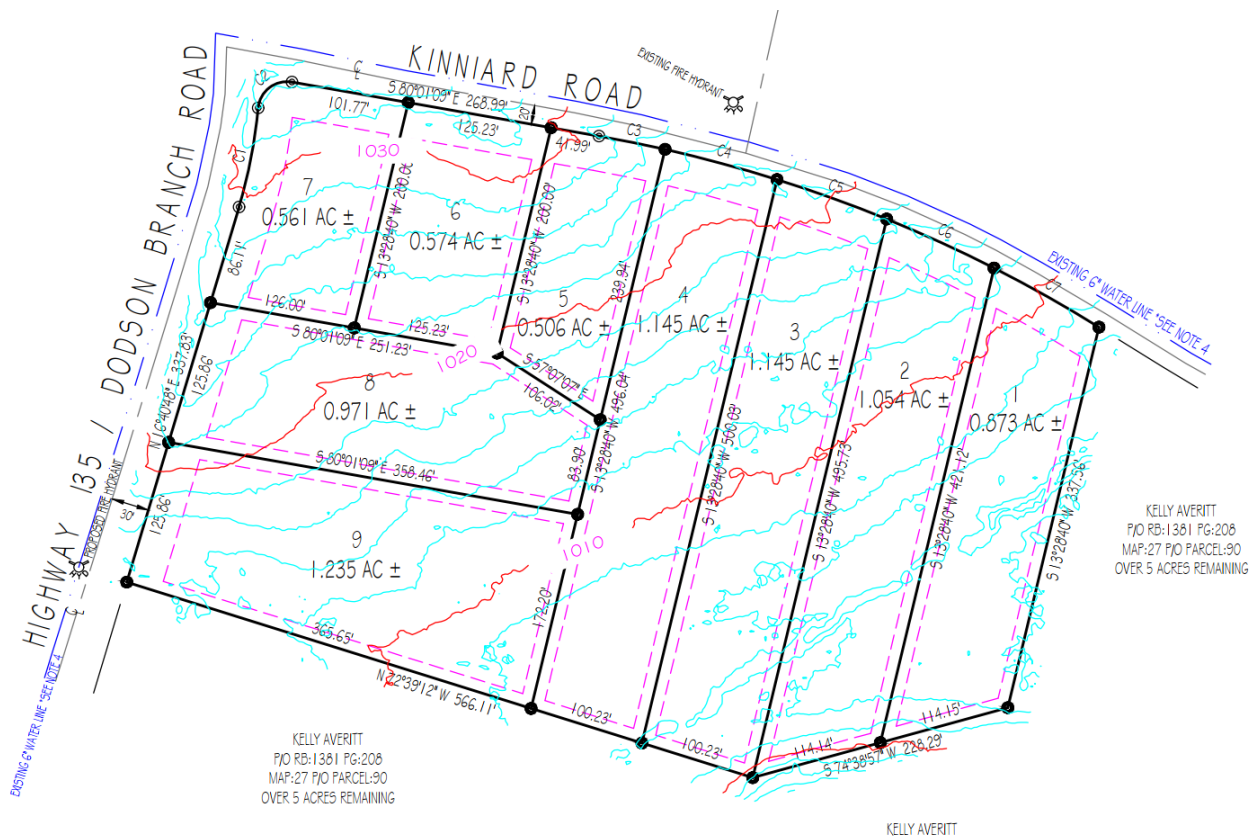
#### E. KELLY AVERITT DIVISION PRELIMINARY PLAT, MAPLES SURVEYING

This preliminary plat consists of 9 lots on 8.064 acres on Dodson Branch Rd (Hwy 135) and Kinniard Rd. from parcel 027-090.00. There is an existing hydrant shown on the plat on Kinniard Rd and a proposed hydrant on Dodson Branch Rd. Lots will range from 0.561 acres to 1.235 acres. The tract has approximately 90 acres remaining.

<https://tnmap.tn.gov/assessment/?GISLink=071027++++09000>

Allen Maples stated that the developer is working on getting TDOT approval for the driveways of lots 8 & 9. The drive way to lot 7 can be on Kinniard Road. Mr. Maples stated that this is a very large tract and the developer may develop more further south. Just south of this development is a wet area that may not be developed.

Dale Moss moved to approve the preliminary plat as presented. Motion was seconded and approved unanimously.



**ITEM 10: Other Business:**

- **Charles Whittenburg presentation-** Withdrawn prior to the meeting.

**ITEM 12: STAFF REPORTS**

- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

**ITEM 13: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.

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Chairman

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Date

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Secretary

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Date



## **AMENDMENT 2023-004**

### **AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING HOW SETBACKS ARE MEASURED**

**WHEREAS**, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

**WHEREAS**, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

**WHEREAS**, a revision of the subdivision regulations can be made to clarify the regulations; and

**WHEREAS**, a public hearing was held on 05/02/2023, with public notice of public hearing published on 03/31/2023 in the Herald Citizen Newspaper; and

**WHEREAS**, the Putnam County Regional Planning Commission voted on \_\_\_\_\_ to amend the Putnam County Subdivision Regulations, and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article III, the language in Section D(4) is hereby deleted and replaced with the following:**

4. Building Setback Lines and Side Yards [amended 5/2/23]
  - a. The minimum depth of building setback lines from the abutting street right-of-way boundary shall be as follows:

|                    |   |
|--------------------|---|
| Arterial Streets:  | The greater of 90 ft as measured from the road centerline or 50 ft from the edge of the right-of-way. |
| Collector Streets: | The greater of 75 ft as measured from the road centerline or 45 ft from the edge of the right-of-way. |
| Local Streets:     | The greater of 55 ft as measured from the road centerline or 30 ft from the edge of the right-of-way. |

Minimum setback lines from all other (non-street) lot lines shall be 10 ft.

**SECTION II:** This amendment shall become effective following adoption by the planning commission:

\_\_\_\_\_  
**Chairman, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_  
**Secretary, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**

## **AMENDMENT 2023-005**

### **AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING SUBMITTAL OF PLATS**

**WHEREAS**, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

**WHEREAS**, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

**WHEREAS**, a revision of the subdivision regulations can be made to clarify the regulations; and

**WHEREAS**, a public hearing was held on 05/02/2023, with public notice of public hearing published on 03/31/2023 in the Herald Citizen Newspaper; and

**WHEREAS**, the Putnam County Regional Planning Commission voted on \_\_\_\_\_ to amend the Putnam County Subdivision Regulations, and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article II, the following is added:**

4. The submittal deadline for plats and other items to be considered by the planning commission shall be 4:00 PM on the 15th day of the previous month, next business day if the 15th is a weekend or holiday. [amended 5/2/23]

**SECTION II:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article II, the first paragraph in Article II, B.1 shall be replaced with the following language:**

1. Prior to the submittal deadline for the planning commission meeting at which it is to be considered, the subdivider shall submit to the Staff Planner of the Planning Commission one (1) digital copy (as a pdf). This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph. The developer shall bring five (5) full size copies of the plat to the planning commission meeting. [amended 5/2/23]

**SECTION III:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article II, the first paragraph in Article II, C.5 shall be replaced with the following language:**

5. Prior to the submittal deadline for the planning commission meeting at which it is to be considered, the subdivider shall submit to the Staff Planner of the Planning Commission one (1) digital copy (as a pdf). This plat is to be drawn to a scale of 100 feet per inch except as authorized in the following paragraph. The developer shall bring five (5) full size copies of the plat to the planning commission meeting. At this time all street profiles or other plans that may have been required shall be submitted to the Planning Commission. [amended 5/2/23]

**SECTION II:** This amendment shall become effective on July 1, 2023 following adoption by the planning commission:

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**Chairman, Putnam County Regional Planning Commission**

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**Date**

**ATTEST:**

---

**Secretary, Putnam County Regional Planning Commission**

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**Date**

**AMENDMENT 2023-006**

**AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING PLAT  
CERTIFICATES REQUIRED ON PLATS**

**WHEREAS**, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

**WHEREAS**, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

**WHEREAS**, a revision of the subdivision regulations can be made to clarify the regulations; and

**WHEREAS**, a public hearing was held on 05/02/2023, with public notice of public hearing published on 03/31/2023 in the Herald Citizen Newspaper; and

**WHEREAS**, the Putnam County Regional Planning Commission voted on \_\_\_\_\_ to amend the Putnam County Subdivision Regulations, and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**In Article II.C.15, the following is added:**

- d. Certificate for Lots Fronting County Road
- e. Certification of Property address.

**SECTION II:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**In Appendix B, the language in Certificate 5 shall be replaced with the following language:**

**5. CERTIFICATE FOR LOTS FRONTING COUNTY ROAD**

I hereby certify that the subdivision as shown hereon is served by a county road and surface widths and rights-of-way are appropriate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Putnam County Road Supervisor

**SECTION III:** This amendment shall become effective following adoption by the planning commission:

\_\_\_\_\_  
**Chairman, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_  
**Secretary, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**







CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTIONS LINES, AND DEDICATE ALL STREETS, ALLEYS, SIDEWALKS, AND PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE NOTED.

DATE \_\_\_\_\_ OWNER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ OWNER'S SIGNATURE \_\_\_\_\_

CERTIFICATE OF ACCURACY

I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON IS A TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION AND THAT THE MONUMENTS HAVE BEEN PLACED AS SHOWN HEREIN, TO THE SPECIFICATIONS OF THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION.

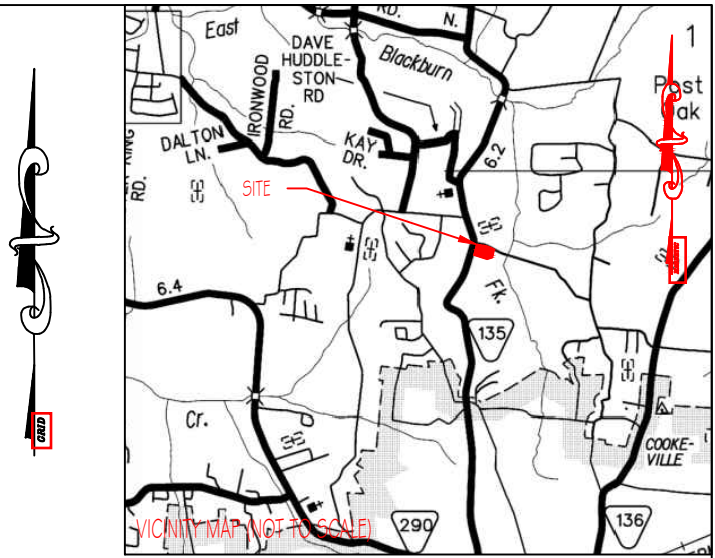
DATE \_\_\_\_\_ LICENSED SURVEYOR \_\_\_\_\_

CERTIFICATE FOR LOTS FRONTING COUNTY OR STATE ROAD

I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREON IS SERVED BY A COUNTY OR STATE ROAD AND RIGHTS-OF-WAY ARE APPROPRIATE.

DATE \_\_\_\_\_ PUTNAM COUNTY ROAD SUPERVISOR \_\_\_\_\_

| CURVE | RADIUS   | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|----------|------------|--------------|---------------|-------------|
| C1    | 435.78'  | 87.19'     | 87.04'       | N 10°56'54" E | 11°27'47"   |
| C2    | 25.00'   | 41.34'     | 36.79'       | N 52°35'56" E | 94°44'59"   |
| C3    | 1218.11' | 58.14'     | 58.13'       | S 78°39'08" E | 2°44'04"    |



NOTES:

1. THIS SURVEY WAS CONDUCTED FROM THE CURRENT DEED OF RECORD AND IS SUBJECT TO ANY INFORMATION WHICH A TITLE SEARCH WOULD REVEAL.
2. THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAYS, AND/OR LEASES WHICH COULD AFFECT THE PROPERTY.
3. THIS PROPERTY IS NOT IN A FLOOD ZONE, TO THE BEST OF MY KNOWLEDGE, ACCORDING TO FIRM MAP #47141C0125D, EFFECTIVE MAY 16, 2007.
4. INFORMATION FROM UTILITY COMPANY WILL BE COMBINED WITH OBSERVED EVIDENCE OF UTILITIES TO DEVELOP A VIEW OF THOSE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED TO CONTACT THE UTILITY COMPANY OR DIAL 811.
5. MINIMUM BUILDING SETBACKS ARE AS FOLLOWS:  
FRONT: 30'  
SIDE: 10'  
REAR: 10'
6. ALL CONTOURS ARE TAKEN FROM STATE OF TENNESSEE LIDAR (LIGHT DETECTION AND RANGING), CONTOUR INTERVAL IS 2 FOOT.

Approval is hereby granted for lots defined as Kelly Averitt Division, Putnam County, Tennessee as being suitable for subsurface sewage disposal (SSD) with the listed or attached restrictions.

Prior to any construction of a structure, mobile or permanent, the plans for the exact house/structure location must be approved and an SSD system permit issued by the Division of Ground Water Protection. Water taps; water lines, underground utilities and driveways should be located at side property lines unless otherwise noted.

Environmental Specialist \_\_\_\_\_ Date \_\_\_\_\_

Division of Ground Water Protection

Approval is based on soil conditions suitable for installation of Subsurface Sewage Disposal Systems and does not constitute approval of building sites.

Some lots may require pump systems to transfer septic tank effluent to areas of the lot with suitable soil conditions for disposal.

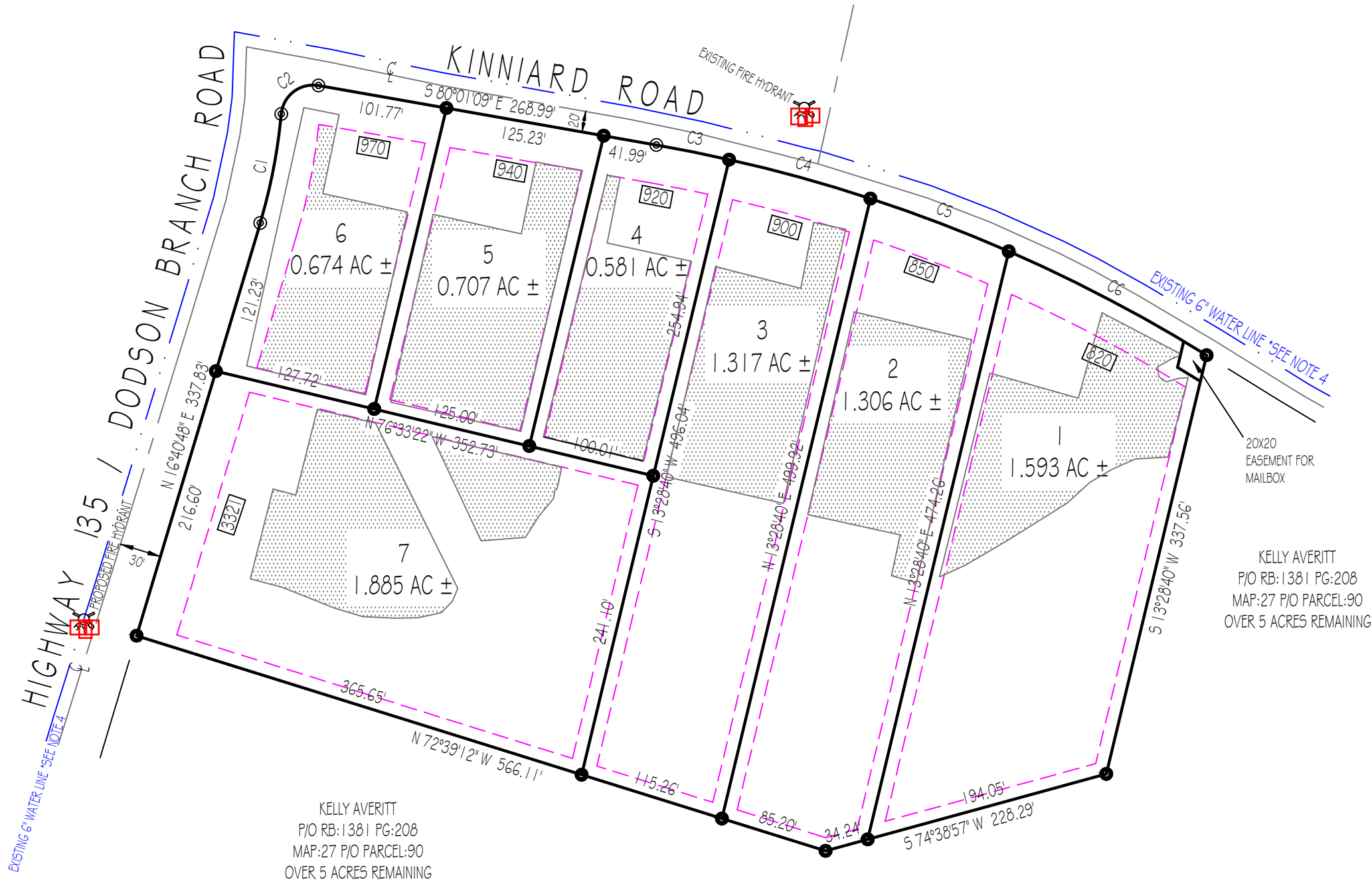
Shading on some lots represents an area reserved to be used for the installation of the primary and duplicate subsurface sewage disposal systems, and shall be used for no other purpose such as house location, other structure location, buried utilities, driveways, swimming pools, etc. or use which would conflict with the REGULATIONS TO GOVERN SUBSURFACE SEWAGE DISPOSAL in Tennessee. Modification of the shaded area may be considered, provided sufficient shaded area is maintained.

All lots are approved for use with utility water only.

The size, number of square feet, design, and location of the proposed dwelling may further affect the number of bedrooms for which a permit may be issued.

Lots 1-7 are approved for installation and duplication of conventional subsurface sewage disposal systems to serve an estimated house size of four (4) bedrooms.

Lots 1-7 will require the installation of an interceptor drain prior to the installation of the subsurface sewage disposal system. There is to be no construction of any type in the interceptor drain easement area.



CERTIFICATION OF PROPERTY ADDRESS

I HEREBY CERTIFY THAT THE SUBDIVISION AS SHOWN HEREON AND PROPERTIES THEREIN HAVE BEEN ASSIGNED ADDRESSES AS PER THE PUTNAM COUNTY STREET NAMING AND PROPERTY NUMBERING SYSTEM, AND THAT HEREAFTER, THE PROPERTIES SHALL BE ADDRESSED AS SHOWN HEREON.

DATE \_\_\_\_\_ DIRECTOR, PUTNAM COUNTY E-911 \_\_\_\_\_

CERTIFICATION OF EXISTING WATER LINES

I HEREBY CERTIFY THAT THE WATER LINES SHOWN HEREON ARE IN PLACE.

DATE \_\_\_\_\_ UTILITY DISTRICT MANAGER \_\_\_\_\_

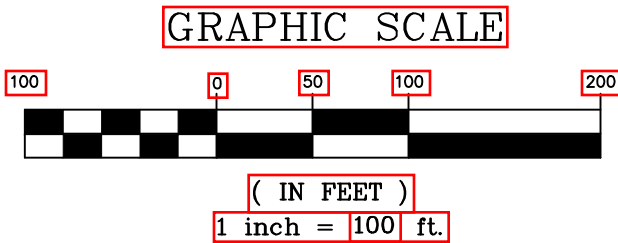
CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION STANDARDS FOR PUTNAM COUNTY, TENNESSEE, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE \_\_\_\_\_ SECRETARY / DESIGNEE, PLANNING COMMISSION \_\_\_\_\_

I HEREBY CERTIFY THAT THIS IS A CATEGORY 1 SURVEY AND THE RATIO OF PRECISION OF THE UNADJUSTED SURVEY IS AT LEAST 1:10,000.

ALLEN MAPLES, JR.  
RLS#2171



LEGEND

- 1/2" REBAR(NEW)
- ⊕ CENTERLINE
- ⦿ FIRE HYDRANT

| FINAL PLAT FOR<br>KELLY AVERITT DIVISION<br>PRESENTED TO<br>PUTNAM COUNTY PLANNING COMMISSION |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| DEVELOPER: KELLY AVERITT  | SURVEYOR: ALLEN MAPLES LAND SURVEYING | 1ST CIVIL DISTRICT, PUTNAM COUNTY, TN |
| ADDRESS: 4870 BUNKER HILL ROAD  | ADDRESS: 38 MAYBERRY STREET           | ACREAGE SUBDIVIDED: 8.063 AC ±        |
| COOKEVILLE, TN 38506  | SPARTA, TN 38583                      | P/O RB: 1381 PG: 208                  |
| TELEPHONE: (931) 260-2747   | TELEPHONE: (931) 837-5446             | TAX MAP: 27 P/O PARCEL: 90            |
| DRAWING #22-300 C   | SCALE: 1"= 100'                       | DATE: 01/23/2023 NUMBER OF LOTS: 7    |

## **AMENDMENT 2023-007**

### **AN AMENDMENT TO THE PUTNAM COUNTY REGIONAL PLANNING COMMISSION BY-LAWS WITH REGARD TO PUBLIC COMMENTS**

**WHEREAS**, sometimes the Legislature of the State of TN will adopt legislation that changes aspects of planning conduct, such as open meetings and notice deadlines, and so forth, and

**WHEREAS**, Public Chapter 300, 2023, amends the Open Meetings Act, Tennessee Code Annotated, Section 8-44-101, et seq., and

**WHEREAS**, the Putnam County Regional Planning Commission voted on \_\_\_\_\_ to amend the By-Laws of the Putnam County Regional Planning Commission, and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The By-Laws of the Putnam County Regional Planning Commission as indicated shall be amended by adding a new section as follows:

#### **SECTION 14. PUBLIC COMMENT AT PLANNING COMMISSION MEETINGS**

1. The Planning Commission will reserve a period for public comment to provide the public with the opportunity to comment on matters that are germane to items on the agenda for the meeting. Public comment will be limited to comments that are only relevant to the items on the Agenda for the Planning Commission.
2. Each individual wishing to make a public comment before the Planning Commission will be allowed two (2) minutes to address the Commission. In the sole discretion of the Chairman, the time for addressing the Planning Commission may be reasonably extended.
3. The Planning Commission shall only allow three (3) speakers to make public comments at any one session.
4. Any individual wishing to address the Planning Commission must contact the Putnam County Planning Director five (5) days prior to the meeting in question to request an opportunity to address the Commission.

**SECTION II: SECTION 8 PROCEDURES:** By-Laws of the Putnam County Regional Planning Commission shall be amended as follows:

- A. At any regular meeting of the Planning Commission, the following shall be the regular order of business:
  1. Call to Order and Roll Call
  2. Approve Agenda
  3. Approve Minutes of Previous Meeting
  4. Review of Approved Preliminary Plats

5. Outstanding Letters of Credit
6. Acceptance of New Streets
7. Report on Administratively Approved Plats
8. Subdivision Plats
9. Other Business
10. Staff reports
  - Report from Chairman
  - Report from Planning Commission Engineer
  - Report from Planning Director
  - Report from Other Members
11. Public Comment on Agenda Items
12. Adjournment or Recess

**SECTION III:** This amendment shall become effective following adoption by the planning commission:

\_\_\_\_\_  
**Chairman, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_  
**Secretary, Putnam County Regional Planning Commission**

\_\_\_\_\_  
**Date**